18 DEC 1980

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics and Procurement Law Division, OGC
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Budget and Fiscal Branch, EO/OL
Chief, Records and Services Branch, EO/OL
Chief, Systems Analysis Branch, EO/OL

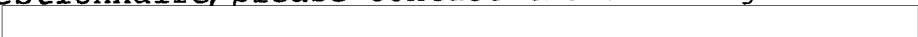FROM: STAT

Assistant Executive Officer, OL

SUBJECT: OL Correspondence Questionnaire

1.   The purpose of the attached questionnaire is to gather
information on how the various divisions and staffs within the
Office of Logistics (OL) create, prepare, control, file, and
disseminate correspondence. The information will be used to
determine if there are areas of correspondence handling within
OL that may be improved through training, automation, or changes
in procedures. The information gathered in the questionnaire
will only be used as a basis for further study. Before any
changes in correspondence handling are proposed or implemented,
division and staff chiefs will be asked for their comments.
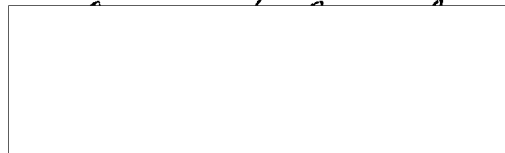
2.   Please have senior clerical or administrative personnel
in your division/staff complete the questionnaire. Use two or
more questionnaires (make copies if necessary) where components
within the division/staff are physically separated and create
correspondence that is disseminated outside the component.
Examples of these components would be Headquarters Engineering
Branch in Real Estate and Construction Division and Central Depot
in Supply Division.

3.   The deadline for completion of the questionnaire is
16 January 1981. If there are any questions concerning the
questionnaire, please contact the undersigned on extension   STAT
or   STAT

                                                                    STAT

Att

OL 0 5529

24 DEC 1980

CORRESPONDENCE QUESTIONNAIRE

STAT

Name _____

Division/Staff _____OL/P&PS_____ Branch _____

Extension _____   STAT

1. What types of records are created in your division/staff?

    _X_ Interoffice memoranda
    _X_ Correspondence between offices and directorates
    _X_ Correspondence outside the Agency
    _X_ Staff Studies
    _X_ Reports
    ___ Contracts
    _X_ Forms, Service Requests, Requisitions
    _X_ Other (explain) Claims, Regs.

2. How are records/correspondence created in your division/staff?

    _X_ Handwritten by staff officers
    _X_ Dictation
    _X_ Typewritten draft
    _X_ Computer Terminal
    ___ Other (explain)

3. What type of equipment is used in the preparation of records within your office?

    _X_ Typewriter   _X_ Correcting   _X_ Noncorrecting
    ___ Word Processor
                      ___ Savin   ___ CPT
                      ___ Xerox   ___ Mag Card
                      ___ NBI   ___ Other _____
    ___ Computer Terminal

4. When a typewriter/word processor is used to create records/
correspondence, what method is used to make additional copies?

    __X__ Carbon (letterex)
    __X__ Xerox

5. How is incoming material handled?

    All material is logged in and routed to appropriate individual.

6. If your division/staff receives directly a document that should
be controlled, one that has not been through the OL Registry
Document Control Desk, does someone in your office call for an
OL number and prepare a Form 238?

    Document is handcarried to Registry for an OL number and Form 238.

7. Does someone in your division/staff maintain a suspense (tickler,
reminder) file on (a) correspondence to which replies are due
or on which action should be taken by a given date or (b) files
needed by someone on a predetermined date?

    Yes.

8. Is there one point of control for your division/staff?

    __x__ More than one?
    _____ Where?   There are two points of control. One is for P&PS
                         material, and the other is for claims.

9. How are these created records/correspondence and incoming materials
controlled?

    __X__ Log
    __X__ Form 238
    _____ Other (explain)

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9. (Con't)

Are these records controlled numerically or by subject?

Numerically.

10. How many supervisors review a document before signature?

Usually the originator reviews a document before signature.

11. Is there one person assigned the responsibility for proofing for proper format, punctuation, obvious errors, proper and complete distribution, routing, etc., before material leaves your division/staff?

Each secretary proofs her own material.

12. Are all new and newly assigned employees to your division/staff briefed on the proper document preparation and control--familiarized with office standards, regulations, equipment, etc.?

Newly assigned employees are briefed on proper procedures relevant to this Staff.

13. Is there one main file area for your division/staff records?

No.

14. What type filing system is used?

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_____ Agency Subject System
_____ Numerical
  xx  Other (explain)  We are presently revising the Filing
                       System.
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15. Does someone in your division/staff determine whether or not given types of papers being created or received must be filed?
   X   Yes   _____ No.

If yes, who (position) determines the action?

Deputy Chief, P&PS. - P&PS material
Logistics Officer - LIMS material.
Claims Officer - Claims

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16. Does your division/staff have a policy that the following materials are not to be filed?

Yes
X   Envelopes
X   Routing slips on which there are no significant notations
X   Superseded drafts which show no important substantive changes
X   Duplicates of correspondence and reports other than those needed for cross references.

17. Are the employees of your division/staff familiar with the Records Schedule for your records?

Not all of them.

18. Are your records maintained and disposed of in accordance with the Records Schedule?

Not at the present time.

19. Would a typing pool assist the correspondence handling in your division/staff?

No.
If so, what types of material would you assign to a typing pool?

NA

20. How many computer terminals are presently installed in your division/staff?

None

21. Do you have copiers assigned to your division/staff?
_____ Yes   X   No

If yes, how many? _____

Do you feel this equipment is sufficient for your workload?

NA

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22. Do~~es your division/staff utili~~ the Copy Center in 25X1

    ___X___ Walk-up service (make your own copies)
    ___X___ Copy Center copying (Copy Center personnel makes copies)
    ___X___ Stapling/binding

23. Does your division/staff have word processing equipment?
    ___X___ Yes   _____ No (Presently on order.)

24. Are there any current/future plans for the acquisition of word-processing equipment?   ___X___ Yes   _____ No

    If so, when, what type of equipment is planned, and for what purpose will it be used?

    Request has been forwarded to PD for a Tempest Approved Stand-alone CRT Type Word Processer.

25. Would clerical training on OL/DDA correspondence format and control be of benefit to your division/staff?

    Yes.

26. Who (position(s)) on your staff would be scheduled for the training?

    Secretaries.

27. Would an OL correspondence handbook be of any benefit to your division/staff?

    Yes.

COMMENTS: